



PUBLIC RECORDS REQUEST RESPONSE FORM

City of Memphis
125 N. Main Street Rm 336
Memphis, Tennessee 38103

[Date]

Dear Sir or Madam:

In response to your records request received on [Date Request Received] our office is taking the action(s)¹ indicated below:

The public record(s) responsive to your request will be made available for inspection:

Location: _____
Date & Time: _____

Copies of public record(s) responsive to your request are:

Attached;
 Available for pickup at the following location:

_____, or
 Being delivered via: USPS First-Class Mail **Electronically** Other: _____.

Your request is denied on the following grounds:

Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).
 No such record(s) exists or this office does not maintain record(s) responsive to your request.
 No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
 You are not a Tennessee citizen.
 You have not paid the estimated copying/production fees.
 The following state, federal, or other applicable law prohibits disclosure of the requested records:
_____.

It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:

It has not yet been determined that records responsive to your request exist; or
 The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____.

If you have any additional questions regarding your record request, please contact Public Records Request Coordinator.

Sincerely,

Lemeka Hoof
Public Records Coordinator
openrecordsrequests@memphistn.gov
901-636-6511

¹ If all requested records do not have the same response, so indicate.